

Single Resource Emergency Firefighter Clearance Sheet

Name: _____ Position: _____ Office: _____

All single resource EFF hired to work on Fort Wainwright in a support position or dispatched to an incident through Financial Services, must complete the clearance process prior to termination/release. Individuals must contact the following offices and have this form initialed. Once completed, the supervisor or Duty Officer attaches the Clearance Sheet to the EFF's final timesheet and submits the timesheet to Financial Services for payment. The final timesheet will not be processed unless this form is submitted.

EFF Support Positions on Fort Wainwright:

Financial Services	Warehouse
_____ OWCP	_____ Government Property Returned
_____ Official Mailing and/or W-2	
_____ Address	
Housing	Technical Systems
_____ AFS Barracks	_____ Computer Access Terminated
Office Services	Supervisor
_____ Building Keys	_____ Final Timesheet Completed

Single Resource EFF Released from an Incident:

Financial Services	Warehouse
_____ OWCP	_____ Government Property Returned
_____ Official Mailing and/or W-2	
_____ Address	
Office Services	Duty Office
_____ Travel Voucher	_____ Finalize Travel on the Timesheet

EFF Signature

Date

Supervisor/Duty Officer Signature

Date

Attachment 6